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UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 1650.2J  
BADJ/djb  
17 May 1987

Dist made 1645 by crb  
time  
Date 3 Jun 87

BASE ORDER 1650.2J

From: Commanding General  
To: Distribution List

Subj: SERVICE MEMBER OF THE MONTH (SMOM) AWARD

Encl: (1) Procedures Governing the Service Member of the Month Award for Tenant Commands  
(2) Service Member of the Month Fact Sheet  
(3) Next-of-Kin Information Sheet  
(4) Service Member of the Month Recommended Selection

1. Purpose. To promulgate instructions, policies and procedures regarding the Service Member of the Month (SMOM) Awards Program.

2. Cancellation. BO 1650.2H.

3. Background. The Greater Jacksonville Chamber of Commerce sponsors a monthly SMOM Award for the Camp Lejeune area. This award is predicated on the attributes of excellent professional performance, particularly valuable or unusual service, and/or participation in community projects and/or affairs. The recipients are selected from tenant and organizational commands located at Camp Lejeune and New River on a rotating basis. This Order outlines the procedures and action required by each nominating command. Tenant commands will internally administer the action required by enclosure (1) as appropriate.

4. Selection Committee

a. The Selection Committee for Marine Corps Base is established as follows:

Base Sergeant Major, Chairman  
Sergeant Major, Headquarters Battalion  
Sergeant Major, Support Battalion  
Sergeant Major, Marine Corps Engineer School  
Sergeant Major, Marine Corps Service Support Schools  
Sergeant Major, Rifle Range Detachment  
Sergeant Major, Infantry Training School  
Supply Chief, Reserve Support Unit

All unit committee members will attend unless specifically excused by the Committee Chairman.

b. The Command Master Chief of the Naval Hospital, Naval Dental Clinic, and Field Medical Service School will be the Selection Committee for the recipient recognized for the month of October, which is established by this directive to be a member from one of these commands.

5. Action

a. Commanders

(1) Review the procedures outlined in enclosure (1) and maintain strict compliance.

(2) Form a committee to select, monthly, a "Service Member of the Month." One individual will be nominated per organization to the Commanding General (Attn: Base Adjutant). Fleet Assistance Personnel will be considered, and the results forwarded to the parent command to correspond to the program rotation schedule. Negative reports are required.

**RETURN TO  
CENTRAL FILES**

(3) Forward the following information on each Marine recommended for Service Member of the Month Award by the Commanding Officer to the Commanding General (Attn: Base Adjutant) to arrive three working days prior to the convening date of the Base Committee.

- Service Record Book
- Original and seven copies of enclosure (2)
- Original and seven copies of Training Records

- A proposed Letter of Recognition, original and seven copies, presenting an objective summary of specific examples of performance and achievements accomplished to include technical details, if applicable. Furthermore, specific examples of civilian/military community activities performed to the extent that the association reflected credit upon the individual and the military service involved, are to be provided as well. This letter shall be prepared in a manner that allows verbatim transcription thereof in preparing a Letter of Recognition for the Commanding General's signature.

- Enclosure (3) will be completed and signed by the Marine being selected and forwarded to the Commanding General (Attn: Base Adjutant) with SRB and accompanying documentation.

b. Staff Secretary. Reserve the conference room on the prescribed day for the Marine Corps Base selection committee.

c. Base Adjutant

(1) Upon receipt of the nominations for Service Member of the Month Award, screen the SRB's and accompanying documents for accuracy and compliance with basic criteria.

(2) Provide all SRB's and accompanying documents of nominees to the Chairman of the Selection Committee.

(3) Based on the information provided by the Chairman of the Committee, prepare enclosure (4), the Commanding General's letter to the next-of-kin and the individual letter of recognition to the selectee.

(4) Upon approval and signature by the Commanding General, forward the Letter of Recognition to the Base Sergeant Major and mail the Commanding General's letter to the next-of-kin.

6. Conduct of the Marine Corps Base Service Member of the Month Award

a. The committee will convene at 0830 on the third Wednesday of February and October.

b. Prior to commencing interviews of the nominees, each member of the committee will screen each case file.

c. FAP personnel will be considered for the Service Member of the Month Award in conjunction with members from their respective parent command.

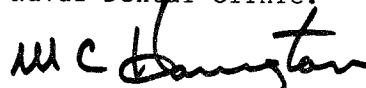
d. Nominees will report in the Seasonal "A" uniform to the Base Adjutant, Building #1 at 0800 on the day prescribed.

e. The Committee Members will wear the seasonal "A" uniform.

7. Concurrence. This Order has been coordinated and concurred in by the Commanding Generals, II Marine Amphibious Force, FMF, 2d Marine Division, FMF, 2d Force Service Support Group, (Rein), FMF, 6th

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Marine Amphibious Brigade, FMF, and the Commanding Officers, Marine Corps Air  
Station, New River, Naval Hospital, and Naval Dental Clinic.

A handwritten signature in dark ink, appearing to read "M C Harrington", is written over the typed name.

M. C. HARRINGTON  
Chief of Staff

DISTRIBUTION: A

PROCEDURES GOVERNING THE SERVICE MEMBER OF THE MONTH AWARD FOR TENANT COMMANDS

1. Title. The Service Member of the Month Award will be identified as SMOM.
2. Sponsor. The Greater Jacksonville Chamber of Commerce is the sponsor of the SMOM Award. The Military Affairs Committee of the Chamber of Commerce is the medium through which the award is administered.
3. Command Cognizance. The Assistant Chief of Staff, Manpower, Marine Corps Base, is assigned staff cognizance of this program and will maintain liaison with the Military Affairs Committee.
4. Program Rotation. The responsibility for nominating the SMOM will rotate among local commands during the months indicated:

March, November	Marine Corps Base
August	II Marine Amphibious Force
April, July, September	2d Marine Division
December	6th Marine Amphibious Brigade
January, May	2d Force Service Support Group
February, June	Marine Corps Air Station, New River
October	Naval Hospital, Naval Dental Clinic and Field Medical Service School

5. Selection Committees. Selection committees within II Marine Amphibious Force, 2d Marine Division, 2d Force Service Support Group, 6th Marine Amphibious Brigade, Marine Corps Air Station, New River, Naval Hospital, Naval Dental Clinic and Field Medical Service School will be established at the direction of those commanders.

6. Award Prerequisites. Nominees must meet the following prerequisites to be considered for this award:

- a. Sergeant/Petty Officer Second Class or below.
- b. Outstanding performance of military duty.
- c. Duties performed are of a nature to be particularly valuable to the command and/or that the individual's performance is exceptional to the degree that it clearly distinguishes him/her from his/her peers.
- d. Outstanding record of conduct; no prior discreditable page 11 entries. Two years grace period.
- e. Recommended for reenlistment.
- f. Passed each of the essential subjects.
- g. Qualified with the T/O weapon.
- h. Passed the Physical Fitness Test.
- i. Exceptional personal appearance and military bearing.

7. Awards. The individual selected to receive the monthly award will receive a plaque from the Greater Jacksonville Chamber of Commerce. The individual selected will also be honored at the monthly meeting of the Military Affairs Committee.

8. Administrative Procedures

a. Letters of Nomination

(1) Letters of nomination will include name, grade, unit and complete description of the basis for selection.

ENCLOSURE (1)

(2) Nominations from non-Base units will be submitted to the Commanding General, Marine Corps Base (Attn: Base Sergeant Major) within seven days after the last day of the month for which the nomination is made. Letters will include the unit location at which presentation ceremonies will be held.

b. Base Sergeant Major

(1) Forward to the Chamber of Commerce all information pertaining to SMOM selection and presentation.

(2) Establish the time and date of presentation ceremonies and notify the respective commands of this information. This will normally be scheduled just before the noon hour on the Thursday or Friday preceding the third Monday of the month.

(3) Accompany the representative of the Military Affairs Committee to the designated presentation site.

(4) Effect liaison with the nominating command or Base unit to ensure the recipient's attendance at the monthly meeting of the Military Affairs Committee.

(5) Forward to the Chamber of Commerce an official photograph (8x10 glossy) of the award recipient for incorporation in the Chamber's photographic gallery.

(6) Provide the Base Adjutant with an 8x10, black and white glossy photograph of the award recipient for Marine Corps Base. The photograph will be portrait-type, full-face, Seasonal Service "A" uniform, uncovered, for display in the corridor of Building #1.

c. Nominating Command/Commanding Officer, Base Unit

(1) Notify award recipient and the immediate Commanding Officer of the time, date and location of award ceremonies, and the monthly meeting of the Military Affairs Committee. If the SMOM is married, the spouse should be encouraged to be present.

(2) Provide an appropriate location for award ceremonies. Units desiring to have this presented at a small unit formation should notify the Base Sergeant Major of the suggested time and date.

(3) Ensure that adequate photographic coverage of the award ceremony is obtained from the Joint Public Affairs Officer (extension 5655).

(4) Furnish to the Base Sergeant Major a biography and two 8x10, black and white photographs of the award recipient. The photograph will be portrait-type, full-face, Seasonal Service "A" uniform, uncovered.

d. Joint Public Affairs Officer

(1) Provide photographic and news coverage of award ceremonies as required by nominating units or appropriate Base unit.

(2) Ensure that publicity is distributed to interested news media.

9. Awards Procedures. The first event, subsequent to selection as SMOM, is the award ceremony. This ceremony is conducted in the command area of the recipient. A plaque is presented to the SMOM by members of the Military Affairs Committee. It is appropriate that the recipient's wife/husband and Commanding Officer be present. Appropriate locations for the ceremony are formations, conference rooms, regimental commander's office, etc. It is also considered appropriate to serve light refreshments subsequent to the award ceremony. Uniform will be established by the Unit Commander.

ENCLOSURE (1)

- a. Representatives of the Military Affairs Committee and the Base Sergeant Major arrive at designated presentation site. Parking accommodations for two vehicles should be provided as close to the entrance as possible.
- b. The Base Sergeant Major introduces the Chairman of the Military Affairs Committee to the senior officer present.
- c. The Chairman of the Military Affairs Committee introduces the other Military Affairs Committee representatives.
- d. The senior officer introduces the Chairman and representatives of the Military Affairs Committee to SMOM, his immediate senior officer and other unit members. (If spouse is present, introductions are also made.)
- e. The Chairman of the Military Affairs Committee, SMOM and senior officer proceed to specific presentation site.
- f. The Chairman of the Military Affairs Committee makes presentation.
- g. Senior officer present makes appropriate remarks and invites those gathered to join in for refreshments.
- h. Staged picture of the Chairman of the Military Affairs Committee, SMOM and senior officer present is taken. A group shot of the Military Affairs Committee representatives, SMOM, spouse if appropriate and senior officer present is also taken.
- i. A brief informal social period follows with military and civilians mixing to maximum extent.
- j. The Chairman of the Military Affairs Committee, and representatives make their manners and depart.
- k. The final event in the recognition process is attendance at the monthly meeting of the Military Affairs Committee. This meeting normally is held on the third Monday evening of the month and includes a social dinner. The uniform is Seasonal Service "A". The recipient and his immediate superior officer normally attend. During the meeting, the Chairman, Military Affairs Committee, introduces the SMOM's immediate superior officer. The recipient's immediate superior officer formally introduces the recipient, who gives a short acceptance speech. This concludes the monthly awards procedures.

ENCLOSURE (1)

SERVICE MEMBER OF THE MONTH FACT SHEET

NAME \_\_\_\_\_  
(LAST) (FIRST) (INITIAL)

GRADE \_\_\_\_\_ SSN \_\_\_\_\_ MOS \_\_\_\_\_ GCT \_\_\_\_\_

BILLET TITLE \_\_\_\_\_

SECTION/ORGANIZATION \_\_\_\_\_

TIME IN GRADE \_\_\_\_\_ TIME IN SERVICE \_\_\_\_\_

DUTY AVERAGE (ALL MARKS) \_\_\_\_\_

DUTY AVERAGE (CURRENT GRADE) \_\_\_\_\_

CONDUCT AVERAGE (ALL MARKS) \_\_\_\_\_

CONDUCT AVERAGE (CURRENT GRADE) \_\_\_\_\_

CIVILIAN EDUCATION \_\_\_\_\_

FORMAL SCHOOLS \_\_\_\_\_

MCI/EXT COURSES \_\_\_\_\_

OFF DUTY EDUCATION \_\_\_\_\_

AWARDS \_\_\_\_\_

DISCREDITABLE PAGE 11 ENTRIES \_\_\_\_\_

PREVIOUS DISCIPLINARY ACTION \_\_\_\_\_

MARITAL STATUS: SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

RIFLE QUALIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

EST SUBJ TEST: NO PASSED/FAILED \_\_\_\_\_ DATE \_\_\_\_\_

PISTOL QUALIFICATION \_\_\_\_\_ DATE \_\_\_\_\_

PHYSICAL FITNESS TEST: SCORE \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL INFORMATION: (USE REVERSE SIDE)

ENCLOSURE (2)

NEXT-OF-KIN INFORMATION SHEET

1. I understand that the below information is being solicited for use by the Commanding General to notify my desired next-of-kin of my superior performance.

NAME \_\_\_\_\_  
(Mr., Mrs., Mr. & Mrs., First, Middle Initial, Last) PRINT

Relationship \_\_\_\_\_

Address \_\_\_\_\_  
(Complete mailing address including ZIP Code)

2. If both parents live within the same residence and you have selected either mother or father to be in receipt of the Commanding General's endorsement, do you authorize this Headquarters to forward the letter to Mr. and Mrs.?

YES - NO  
(Circle one of the above)

\_\_\_\_\_  
(Signature of Marine)

ENCLOSURE (3)



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SERVICE MEMBER OF THE MONTH RECOMMENDED SELECTION

UNITED STATES MARINE CORPS  
Headquarters, Marine Corps Base  
Camp Lejeune, North Carolina 28542-5001

1650  
/ /  
(Date)

From: Chairman, Service Member of the Month Board  
To: Commanding General

Subj: SERVICE MEMBER OF THE MONTH

Ref: (a) BO 1650.2J

1. In accordance with the reference, the Service Member of the Month Board convened at \_\_\_\_\_ on \_\_\_\_\_ to recommend to the Commanding General, the Marine who best meets the prerequisites for selection as the Service Member of the Month for Marine Corps Base.

2. The following members of the Board were in attendance:

3. The following Marines appearing before the Board were screened but not selected for Service Member of the Month.

4. The following Marine was highly qualified and by majority vote recommended as Service Member of the Month for (month).

Signature

ENCLOSURE (4)